

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**LIBRARY CONSULTANT**

**JOB DESCRIPTION**

Employees in this class series function as professional library consultants with the Department of History, Arts and Libraries, completing or overseeing a variety of activities designed to assist local and state libraries throughout the state with the development, implementation, and maintenance of library programs.

There are three classifications in this job.

**Position Code Title – LIBRARY CONSULTANT-E**

Library Consultant 12

This is the intermediate level. The employee performs an expanding range of professional library consultant assignments in a developing capacity.

Library Consultant P13

This is the experienced level. The employee performs a full range of professional library consultant assignments in a full functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – LIBRARY CONSULTANT-A**

Library Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **LIBRARY CONSULTANT**

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Coordinates statewide library development activities in a variety of areas, such as continuing education, federal grants, and resource sharing.

Coordinates the evaluation of library programs, including the development of evaluative criteria and the implementation of evaluation programs.

Coordinates the programmatic analysis of statistical data reported by libraries.

Serves as liaison with regional and statewide library groups.

Participates in long-range planning and program development, with emphasis on multitype resource sharing.

Represents the Department of History, Arts and Libraries through formal presentations, as well as by written or oral communication to a variety of groups and individuals at the state and local levels.

Monitors grant programs of interest to libraries.

Develops and conducts training programs which support resource sharing and other cooperative library activities.

Participates in staff meetings and professional groups.

Prepares articles for major Department of History, Arts and Libraries publications.

Participates in professional organizations and attends workshops and seminars.

Makes presentations to professional groups regarding library development.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Library Consultant 14 (Senior Worker)**

Performs on a regular basis professional library consultant assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

#### **Library Consultant 14 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the administration, organization, and operation of public libraries.

Knowledge of library planning concepts and techniques.

Knowledge of federal grant programs for libraries.

Knowledge of library materials, methods and organization.

Knowledge of the methods of classifying, cataloging and shelf-listing books.

Knowledge of the Dewey decimal and Library of Congress classification systems.

Knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias, and other reference materials used in the library.

Ability to plan, review, prepare and present funding recommendations for federal grants.

Ability to provide professional consultation with regard to program operations, professional services, and staff development within public libraries.

Ability to coordinate statewide library development activities in such areas as continuing education, federal grants, and statewide resource sharing.

Ability to coordinate the programmatic analysis of statistical data reported by libraries.

Ability to comprehend complex literature.

Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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### **Additional Knowledge, Skills, and Abilities**

#### **Library Consultant 14 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree with a major in library science.

### **Experience**

#### **Library Consultant 12**

One year of administrative or consultative professional librarian experience.

#### **Library Consultant P13**

Two years of administrative or consultative professional librarian experience, including one year equivalent to an intermediate level Library Consultant.

#### **Library Consultant 14**

Three years of administrative or consultative professional librarian experience, including one year of experience equivalent to a Library Consultant P13.

### **Special Requirements, Licenses, and Certifications**

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

LIBRCST

### **Job Code Description**

LIBRARY CONSULTANT

### **Position Title**

LIBRARY CONSULTANT-E

LIBRARY CONSULTANT-A

### **Position Code**

LBRCSTE

LBRCSTA

### **Pay Schedule**

W22-045

W22-050

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